



ACPC HELPCENTRE

**The Admission Committee for Professional Courses,
Gujarat, India**

Guideline for Voluntary Help Center allotment for Self Finance Institutions

ACADEMIC YEAR 2018-19

**Admission Committee for Professional Courses,
L.D.College of Engineering Campus,
Ahmedabad-380015**

Helpline Number : 079-26566000

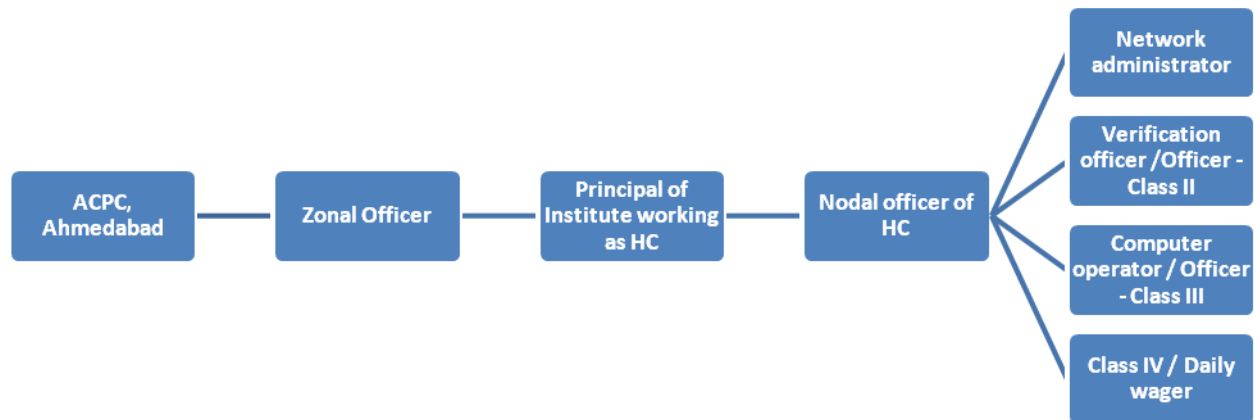
e-mail id : acpchc@gmail.com

Guideline for Voluntary Help Center allotment for Self Finance Institutions

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1. Hierarchy



2. Role of Help centre at various stages of admission process

All the help centers (HC) are working under the Head of Institute, who is responsible for smooth functioning of Help center. One nodal officer not below the rank of Assistant Professor shall be appointed at HC for overall coordination of help center as well as zonal officer. One network administrator is required to take care of issue related to requirement of computers, printers and internet connections etc.

Following are the different functions to be performed at HC during admission process:

A) Registration Process:

- 1) The Help Centre will function from 11.00 to 17.30 hours.
- 2) At Help Center, keep cyber space and verification space separate.

- 3) Provide necessary guidelines to the candidates during all stages of admission processes.
- 4) Allow the candidates to use internet facility at Help Centre for registration and subsequent processes.
- 5) Provide facility for printing of registration form free of cost.
- 6) Verify the registration form duly signed by the candidate as well as his guardian and its enclosures with original documents for confirmation of registration. If found OK, take print out of **Registration Acknowledgement Slip** in two copies and issue one copy to the candidate with signature of Nodal Officer with seal of Help Centre and retain one copy of registration form with all self-attested copies of certificates (As mentioned below) along with Help Centre copy of Registration Acknowledgement Slip with the Help Centre.
 - a) 12th Mark sheet
 - b) GUJCET - marksheet
 - c) School leaving certificate or Transfer certificate
 - d) Cast certificate (If applicable) (issued by Authorities of Gujarat State only)
 - e) Parishistha '4' in Gujarati (Non-creamy layer certi. In case of SEBC Category) duly signed by officer not below the rank of Taluka development officer having validity of three years.
 - f) Income certificate issued with valid dates showing income less than 6 Lakhs in the name of father only. (If father is not surviving then in the name of Mother). The issuing authorities are either 'Mamlatdar' or 'Taluka development officer' or Collector (Jan Seva Kendra) at the time of registration for admission. No other certificate/document will be considered valid (e.g. Income tax return copy, Certificate issued by 'Sarpanch' of Grampanchayat etc.)
 - g) Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/Competent Medial Authority, in case the candidate is a Physically Handicapped.
 - h) Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board, Gujarat State or by the District Sainik Welfare Officer,

- i) A copy of certificate of In-serviceman duly issued by the Commanding officer of the respective unit in which he is serving.
 - j) Other self-attested documents related to concerned admission.
- 7) In case of candidate who are not having any of the original document / certificate ask them to report at the ACPC, Ahmedabad, to pay Rs. 5,000/- as a deposit for getting Registered. If the candidate submits the required documents within a period of five working days, the remaining amount of the security deposit shall be, after deducting Rs.500 towards the administrative expenditure, be refunded.
- 8) In case if the relevant documents are not submitted during registration process, deficiency letter shall be generated, verification officer shall convey to the candidate the last date before which the deficiency is to be cleared and the details of the documents which are to be submitted. **Try to generate as minimum as possible deficiency letters.**
- 9) In case of any discrepancy the help centre nodal officer shall contact the zonal officer.
- 10) Daily record of registration etc should be kept on hand by the Nodal Officer.
- 11) No help centre can kept original documents with it after verification of concerned candidate's documents.

B) Choice Filling and Mock Rounds

- 1) Allow the candidates to use internet facility at Help Centre for choice filling as well as to see the results of mock rounds.

C) Allotment of admission

- 1) Take the print out of **information letter** and paid **bank challan/online payment slip** of the candidate.
- 2) Take the print out of Admission letter

3. Guidelines for manpower requirement

- At the Time of Registration and Document Verification

The manpower as stated in Annexure I should be invariably provided with names and mobile number of responsible persons for each activity as defined in the Annexure I.

Annexure I

Sr No	Name of Post	Number of Registration / Man Power Required						
		Group A (250)	Group B (500)	Group C (1000)	Group D (1500)	Group E (2000)	Group F (2500)	Group G more than 2500
1	Nodal Officer CI-II	1	1	1	1	1	1	1
2	Network Administrator	1	1	1	1	1	1	1
3	Verification Officer CI-II	1	1	2	3	4	5	6
4	Computer Operator CI-III	4	5	6	6	7	8	8
5	Class-III	1	1	2	3	4	5	6
6	Class-IV / Class-IV Daily Wager	1	1	1	2	2	3	3

- After the registration is over

Once the registration period is over, there after only cyber space facility shall be provided by help centre. Then Nodal officer, Network Administrator and one peon will require to carry out different activity at help center. There is no of need computer operator. Instruction may be given to the candidates to use internet facility at their own. Institute will depute supporting staff (Class-II officer) to guide the students for different activities of admission process after completion of registration process, as per the following break up;

No of Registrations	Group A (250)	Group B (500)	Group C (1000)	Group D (1500)	Group E (2000)	Group F (2500)	Group G more than 2500
No of Class-II officer	1	2	3	4	5	6	7

4. Help Center Selection Criteria

[i] Institute Details

Details to be submitted by the Institute working as Help centre

1. Institute Details

Name of Institute	Complete Address	Contact Phone Number	Fax Number	e-mail id

2. Coordinator and Nodal Officer Details

	Name	Contact Phone Number	Mobile Number	e-mail id
Coordinator (PRINCIPAL)				
Nodal Officer				

[ii] Mandatory Criteria :

Infrastructure Facility

1. Internet : Minimum Requirement is 4 MBPS

Internet connectivity at least 4 MBPS (Broad Band or RF Link or Lease Line or VSAT based. Provision of backup of connectivity needs to be

made to meet the link breakdown situations. IP Addresses from the Internet Service provider

2. UPS Minimum 2 UPS with 5 KVA
3. Printers : Minimum 2 Multifunction laser printer required - 2 network laser printers or standalone heavy duty laser printers connected with the clients for choice printing, admission slip printing, etc activities
4. Desktop Computers in LAN: Minimum 15 Desktop Computers in LAN

Minimum 15 Sets of P-IV computers or above exclusively earmarked for HC work only having suitable Internet connectivity for training and handling of the candidates for registration, choice submission, merit viewing, allotment results, online fee payment etc. All clients with Windows OS XP or above, Internet explorer, etc

5. One Help Center at Each District , Priority given to the GOV/ GIA Help Center
6. The location of help centre should be easily accessible for general public at large
7. Help Center should be located at institute only

The minimum total space requirement should be approx 900 sq. ft. out of which space of the size of approx, 400 sq. ft. should be earmarked as Cyber space where the aspiring candidates can make online registration, View merit number, choice filling, view allotment status, online payment, admission slip printing etc during the entire admission process of the concerned course.

8. Indoor CCTV facility at Help Center
9. Proper Seating, Cooling and drinking water facility for manpower/ Candidates. The space earmarked for Help centre should have sufficient ventilation and lighting.
10. Rotation Based modality has to be adopted every year

- All systems must have Internet browser i.e. IE 8.0 or above version or Netscape Navigator on windows 2000 or above OS with MS Office 2000 pre-loaded
- All above mentioned computer machines and printers etc must be on UPS & Power generators having sufficient backup capacity to keep the counselling systems on during power break downs
- The HoD/Faculties of the computer science/electronics departments should be charged with the responsibilities for smooth functioning of the computers & internet connectivity during counselling in the institute. Sufficient Consumables like CD, Printer toners/Ribbons and stationeries. The minimum distance between the two help centre should be 5 km and more.

[iii] Help Center Allotment Evaluation Criteria

Sr No	Facilities	Details of Institute
1.	Last three year admission detail at your institute	(Intake/Admitted)
	2015-16	
	2016-17	
	2017-18	
2.	Courses offered - Diploma/UG/PG at Institute	
	PG(Yes/No)	
	UG(Yes/No)	
	Diploma (Yes/No)	
3.	Last year registered strength at your Help Center	

5. Format of undertaking to be submitted by volunteering Help centre

UNDERTAKING

1. Our Institute, _____ (Name of the Institute) wishes to work as a Voluntary Help center for admission Process- academic year 2018-19
2. We assure that while working as a Help center our institute shall engage well trained staff and adequate infrastructure facilities. The institute shall not charge the students for cyber space, print outs or other facilities to be provided. The institute shall abide to all duties and functions assigned from time to time by the ACPC/State Government for help centers.
3. We agree that any expenses incurred on account of this shall be borne by our institute and any claims whatever shall not be acceded to by the Admission Committee for Professional Courses.

Seal of the Institute

Signature of Head of the Institute

(With Name and Designation)

Contact Detail:

Date:

Place:

6. Penal Action against any irregularities at help center

- (a) The Help Center shall not share/furnish any data/information with any individual/institute/organization without prior written permission of member secretary.
- (b) Help Center shall not permit any institutes/organization associated with admission activities for publicity/distribution of booklet PIN or other related activities during the entire admission process nor help center official/personal should not involved in publicity of institute/organizations.
- (c) Any breach of condition shall lead to penalty action against designated help center, as decided and feel deem fit by the Chairman, admission committee.
- (d) Once complain received against help center and found correct, Penalty so imposed may be in terms of monitory penalty to the selected Help Center or authorities may terminate with immediate effect for next five year.

Member Secretary